

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

Official Position Title: <u>PROPERTY MANAGEMENT OFFICER</u>		Official Position No.: _____	
Job Location: <u>DEPARTMENT OF CORRECTION</u> <u>DIRECTOR'S OFFICE</u> <u>ADMINISTRATION</u> (Department/Agency) (Division) (Section/Unit)			
Name: _____ Last First Middle Initial			
Pay Grade: <u>N-01</u> <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Position Vacant			
Supervisor: <u>CAPTAIN JESS TUPAZ</u> (Name of Direct Supervisor)		<u>ASSISTANT FACILITY SUPERINTENDANT</u> Title of Supervisor	

### II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.
	(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important.
	Mark ( <input checked="" type="checkbox"/> or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input checked="" type="checkbox"/> (3)
	Establishes and implements property management policies and programs to: ensure maximum use of agency assets; operate adequate inventory control and accountability systems and properly report and dispose of excess property IAW GSA policies and procedures and GCA.
	Supervises the operation of a storeroom in the receiving, storing and issuing of a variety of supplies and materials.
	Authorize and direct the requisition of materials and supplies for replenishment; determines stock replenishment for supplies and other centrally controlled items.
	Administers procurement, supply and equipment inventory programs.
	Prepares the Equipment/Capital and Space Requirement report as part of the department's budget expenditure document.
	Inspects storage facilities to insure adequate care and to avoid spoilage of food commodities; reviews report of damaged items and other discrepancies; participates in conducting periodic inventories; assures supplies and funds are not wasted through excess accumulation.
	Determines and validates critical item demands that affects mission readiness.
	Responsible for procurement, disposal and transfer of the agency's surplus property; serves as the agency's technical advisor in supply problems; makes recommendations on awards and contracts for supplies, equipment and services.
	Makes technical and administrative decisions, determinations and conclusions in connection with the direction and coordination of procurement, warehousing, and distribution of supplies and equipment.
	Establishes, manages and maintains property files that show a clear audit trail of acquisition to disposal, including documenting physical inventories, accountable acquisitions, transfers, and reports of excess or unserviceable property.
	Serves as the Federal Emergency Management Agency (FEMA) Project Coordinator
	Prepares mandatory reports relating to capital improvement and disaster projects.
	Conducts and attends meeting relating to capital improvement and disaster projects.
	Manages and oversees the department's capital improvement and disaster projects
	Performs continuous study, analysis and planning for formulating long-range supply, requirements, plans, programs and policies.
	Develops and implement procedures and methods governing procurement, warehousing, and distribution.
	Analyzes supply requirement forecasts, stock issue reports and other controlling data.
	Closely monitors and evaluates material usage and customer demand patterns.
	Developed and operates the department Property Management System.

	Authorizes and directs the requisition of materials and supplies for replenishment.
	Conducts physical inventories including monitoring of inventory dates and results.
	Reconciling property records with DOA's Fixed Asset System annually.
	Manages fixed assets.
	Screening surplus property from GSA.
	Develops plans and procedures for solving critical or complex procurement, warehousing and distribution problems.
	Serves as the point of contact for Contractors, Government of Guam Agencies, Immigration Naturalization Services Agency and United States Marshall Services Agency on matters pertaining to property transfers and construction projects.
	Works with General Services Agency staff and Chief Procurement Officer, on issues pertaining to requisitions and/or procurement procedures.
	Serves as the agency's primary point of contact for all external and internal supply requirements and issues.
	Performs continuous study, analysis and planning for formulating long-range supply, requirements, plans, programs and policies.
	Requests and receives supplies, equipment and services through General Services Agency (GSA) and various vendors.
	Operates the Government of Guam AS400 system.
	Develop supply management tools and operating procedures.
	Supervise and rate personnel.
	<b>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.
	Prepare letters and memorandums.
	Prepare Direct Payment and Journal Vouchers.
	Process billing invoices for payment.
	Manage vendor files.
	Research and resolve billing disparities.
	Monitor and manage Blanket Purchase Orders.
	Managing the department's fleet card program.
	Prepare reports as required by the Director or Chief Procurement Officer.
	Review, edit and process requisitions and purchase orders.
	Monitor the departments Food Service Contracts.
	Participate in management meetings.
	Make recommendations to the management staff as it pertains to supply.
	Contacts vendors to obtain price quotations, item availability etc.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours		
	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%	
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours		
	<input type="checkbox"/> 15 – 50% of total working hours	<input checked="" type="checkbox"/> Over 50%	

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
1	MESSENGER	Receives, pick up and deliver supplies. Logs receipts and issues of supplies. Files receipts and issues of supplies. Perform simple inventory of supplies and Equipment. Operates office machines and computers. Operates a motor vehicle.

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
COMPUTER	75%
CALCULATOR	.5%
VEHICLE	10%
COPIER	.5%
DIGITAL CAMERA	.5%

**VII. JOB REQUIREMENTS**

☐ Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**A. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

<b>1. WORK EXPERIENCE:</b> List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."	
<input type="checkbox"/> No work experience is required.	
General: Three years of experience in various phases of supply work, including procurement, supply cataloging, storeroom, warehousing, stock controlling, and in issuing and receiving of supplies.	
Graduation from high school.	
Specialized:	
Supervisor / Management: Four years of supervisory and management experience.	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	

<b>2. FORMAL EDUCATION OR TRAINING:</b> Mark (✓ or X) the <b>most</b> applicable education level required.	
a. <input type="checkbox"/> Below High School – Show Number of Years	
b. <input checked="" type="checkbox"/> High School Graduation / GED	
c. <input type="checkbox"/> Vocational / Technical School	
Show specific training that is required by this position.	
<hr/> <hr/> <hr/> <hr/>	
d. <input type="checkbox"/> Some College	
Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.	
Show specific courses required by the essential functions of this job.	
<hr/> <hr/> <hr/> <hr/>	
e. College Degree (Show major area of study required.)	
<input type="checkbox"/> Associate's : _____	
<input type="checkbox"/> Bachelor's: _____	
<input type="checkbox"/> Master's: _____	
<input type="checkbox"/> Beyond Masters: _____	
<b>3. CRITICAL SKILLS / EXPERTISE:</b> List specialized skills or specialization needed to perform essential functions.	
<hr/> <hr/> <hr/> <hr/>	
<b>4. LICENSE, REGISTRATION OR CERTIFICATION:</b> List possession of required license, professional registration/certification needed to perform essential functions.	
<hr/> <hr/> <hr/> <hr/>	

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**

- |   |   |
|---|---|
| <b>1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.</b> |   |
| <input type="checkbox"/> Sitting  | The job requires the employee to sit in a comfortable position most of the time. The employee can move about. |
| <input type="checkbox"/> Sitting  | Employee is required to sit for extended periods or time without being able to leave the work area.           |

<input checked="" type="checkbox"/> [ X ]	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
<input checked="" type="checkbox"/> [ X ]	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input checked="" type="checkbox"/> [ X ]	Lifting	Employee is required to raise or lower objects from one level to another regularly.
<input checked="" type="checkbox"/> [ X ]	Pulling and/or Pushing	The job requires exerting force up to <u>50</u> pounds on a regular basis to move the object to or away from the employee.
<input checked="" type="checkbox"/> [ X ]	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/> [ X ]	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
<input checked="" type="checkbox"/> [ X ]	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input type="checkbox"/> [ ]	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/> [ X ]	Speaking	The job requires expressing ideas by the spoken word.
<input type="checkbox"/> [ ]	Listening	The job requires the perception of speech or the nature of sounds in the air.
<input type="checkbox"/> [ ]	Other	Describe the requirement. _____ _____ _____

## 2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

<input type="checkbox"/> [ ]	General Intelligence (typical requirement for machine operators, office staff, etc.)
<input type="checkbox"/> [ ]	Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
<input type="checkbox"/> [ ]	Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
<input type="checkbox"/> [ ]	Verbal Intelligence (typical for counselors, customer service representatives, etc.)
<input type="checkbox"/> [ ]	Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
<input type="checkbox"/> [ ]	Other: _____ _____ _____

## 3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.  
(Select one response only)

<u>75</u> %	Indoors in a comfortable temperature-controlled environment (for instance, in an office).
<u>15</u> %	Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
<u>10</u> %	Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
<u>    </u> %	Outdoors but in an enclosed vehicle protected from extreme weather conditions.

## 4. Other physical working conditions

<input type="checkbox"/> [ ]	Mark (X or ✓) if none of the following is applicable.
Show what percent of a typical workday this position is exposed to:	

\_\_\_\_\_% Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

\_\_\_\_\_% Vibration (i.e., operating jackhammer, impact wrench).

\_\_\_\_\_% Noise (Exposure at a level enough to cause hearing loss or fatigue).

\_\_\_\_\_% An improperly illuminated or awkward and confining work space.

\_\_\_\_\_% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

\_\_\_\_\_% Lifting or carrying items or objects. Describe item/object and weight:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_% Heat. Describe source and degree of high temperature.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_% Cold. Describe source and degree of cold temperature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_% Other hazards. Describe:

\_\_\_\_\_

\_\_\_\_\_

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

☐ Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE
Correctional Staff hazardous Pay	100% exposure to convicted inmates and pretrial detainees. Office is located inside the fence line.
	His work outside includes inspections of inmate housing units or assignments

**C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.**

☒ Regular – Standard Eight (8) hours daily, Monday – Friday

☐ Irregular – Shift work – A 24-hour work operation.

☐ Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

\_\_\_\_\_

\_\_\_\_\_

☐ Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

\_\_\_\_\_

\_\_\_\_\_

The information given on this position is complete and correct.

  
JOSEPH M. MESA

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Signature of Employee

12/22/08

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Date

**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ x ] Yes      [ ] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ x ] Yes      [ ] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ x ] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [ x ] Formulation, [ x ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____ _____								
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ x ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Jessie Q. Tupaz

Signature of Immediate Supervisor

12/22/08

Date

JOSE B. PASCOS, Director

Signature of Department/Agency Head

12/22/08

Date



**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager Date